

WATER CONSERVATION SUPERVISOR

Class Definition

Under direction plans, coordinates, assigns, participates in, directs and supervises water system and conservation program operations, and supervises the day-to-day work activities of water conservation staff.

Distinguishing Characteristics

Water Conservation Supervisor is a full first-line supervisory class. The incumbent provides general supervision, and is responsible for the total range of operational water system and conservation program activities. Water Conservation Supervisor is distinguished from Chief of Water Operations in that incumbents of the latter plan, coordinate and direct the overall operation and maintenance activities of City water system programs. Water Conservation Supervisor is distinguished from Water System Supervisor in that incumbents of the latter are responsible for the total range of operational water system activities within designated program areas (e.g., distribution, production or recharge).

Typical Duties

(May include but are not limited to the following)

Plans, coordinates, assigns, participates in, directs and supervises water system and conservation program operations, and the day-to-day work activities of water conservation staff.

Plans, schedules, assigns and evaluates water conservation staff and staff performance; supervises and provides training to staff; ensures adherence to policies, procedures, rules, regulations, work methods and water system and conservation practices.

Assists in administering the Urban Water Management Plan to maintain water quality and quantity; assists in developing strategies addressing the water system, underground water supply, conservation and recharge.

Plans and executes water system and conservation programs and measures designed to conserve water, prepare for and withstand drought conditions, meet grant requirements, and other water system goals and objectives.

Ensures timely response and investigation of all public inquiries; prompt correction of faulty conditions; provides general assistance and direction.

Coordinates water system and conservation program activities with other City divisions, departments and public agencies; serves as division representative and spokesperson for matters concerning the City's water system.

Develops, plans, executes and presents water system and conservation awareness programs, educational and public information materials; encourages and fosters community interest in the City's water system

and on water conservation; prepares press releases and responds to media inquiries on water conservation.

Evaluates effectiveness of water system and conservation activities; collects, compiles and analyzes data; recommends modification of state legislation, local ordinances, policies, and procedures; researches and prepares technical reports.

Prepares funding applications for grants and proposals; administers water system and conservation contracts; oversees pilot and grant programs related to the water system and conservation.

Routinely records and reports work activities within targeted geographical areas; develops recommendations for purchasing appropriate equipment and materials; estimates materials and equipment needs; maintains records of work time, material usage, and work performed; develops recommendations for staffing modifications and improvements to water system and conservation operations.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

Participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement and recommend solutions.

Performs other duties as assigned.

Knowledge, Skills, Abilities

(The following are a representative sample of the KSA's necessary to perform essential duties of the class)

Knowledge of environmental issues and concerns related to water systems and conservation.

Knowledge of materials, methods, practices and equipment (e.g., sprinkling and irrigation devices) used for water efficient landscapes, water systems and water conservation activities.

Knowledge of safety practices applicable to water system and conservation operations.

Knowledge of water system and conservation goals, objectives, functions and measures.

Knowledge of, and the ability to interpret, analyze and enforce, local, state and federal statutes, codes, rules and regulations governing water systems and conservation.

Knowledge of statistical methods, research techniques and applications, and contract and grant administration principles.

Knowledge of contemporary management practices.

Ability to plan, coordinate, assign and direct the work of subordinates.

Ability to supervise, train and evaluate subordinate staff.

Ability to establish and maintain effective working relationships at all organizational levels, including the public.

Ability to organize and coordinate the activities of community water system and conservation groups through program planning and implementation.

Ability to establish and maintain effective record keeping systems, and prepare a variety of comprehensive administrative and technical documents and reports.

Ability to communicate effectively orally and in writing.

Ability to use computer technology proficiently.

Skill in public speaking and informational presentations.

Skill in critical and analytical thinking and application.

Minimum Qualifications

Graduation from an accredited college or university with a degree in water conservation, public/business administration, civil or sanitary engineering, water supply, hydraulics, environmental science or closely related field; OR twenty-four semester units from an accredited college or university in water conservation, public/business administration, civil or sanitary engineering, water supply, hydraulics, environmental science or closely related field and two years of progressively responsible full-time work experience in the operation and maintenance of water system and/or water administration activities, which includes one year of full-time experience providing lead or full first-line supervisory direction. Additional qualifying full-time work experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s)

Possession and maintenance of a valid California Driver's License at time of appointment.

NOTE - Obtain and maintain a valid Water Treatment Operator Certificate, Grade T2, or a Water Distribution Operator Certificate, Grade D2, issued by the State of California, Department of Health Services, is desirable.

APPROVED: _____
Director

DATE: _____

Water Conservation Supervisor
Page 4

AG:JC:TDM:7/16/03